

**UNOFFICIAL**

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**BOARD OF DIRECTORS MEETING**

**Wednesday, November 17, 2004**

**4:00 p.m.**

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,  
Rhode Island**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Board of Directors was called to order by Chairman, James Rosati, at 4.07 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**BOARD MEMBERS PRESENT: James Rosati, James Forte, Charles Gaffney, Robert Sangster, Michael Traficante, Joseph Larisa.**

**BOARD MEMBER ABSENT: Joseph Cianciolo.**

**ALSO PRESENT: Mark Brewer, President and CEO; Laurie Cullen, Executive Vice President; Brian Schattle, Senior VP of Finance and CFO; William Steinkamp, Senior Vice President of Operations and Maintenance; and those members listed on the attendance sheet attached hereto.**

## **1. Approval of the Minutes:**

**A motion was made by Mr. Traficante to approve the minutes of the Board Meeting of November 17, 2004. The motion was seconded by Mr. Sangster. The motion was passed unanimously.**

## **2. Open Forum:**

**Mr. Rosati invited members of the public to speak in open session. No one came forward.**

## **3. Report from President and CEO:**

**Mr. Brewer reported that passenger traffic for the month of October was up 12.7% and 5.5% year to date. Mr. Brewer reported that this was good news in light of the recent announcement that traffic national was down 4%. Mr. Brewer reported that Spirit Airlines started operating from T. F. Green Airport on October 28, 2004, with load factors to Florida peaking at 80% and load factors for Detroit peaking at 60%.**

**Mr. Brewer reported that in the FY 05 budget the Board had approved an Economic Impact Study. Work has started on this project, an RFP is ready to be released, and it is anticipated that there will be a consultant selected by the end of 2004.**

**Mr. Brewer reported that Mr. Steinkamp will now be presenting the monthly operations report.**

**(a) Operations Report from Senior Vice President of Operations and Maintenance.**

**Mr. Steinkamp gave a report on the recent snow event, indicating that the airport had received 3.8 inches of snowfall and some severe icing. Mr. Steinkamp was pleased to report that the RIAC snow crews were able to keep the airport operational. The air carriers did experience some delays because of problems with their deicing system.**

**Mr. Steinkamp reported that on Tuesday November 22, at 11:00 a.m., in the Board Room, RIAC and the TSA are co hosting a press conference giving tips for holiday travel. At the same time there will be a presentation to Officer Luke Skunza who has recently returned, with his dog Ito, from K9 Training School in Lackland Texas. Officer Skunza and Ito were recognized as Top Dog Handler and Top K9 after 12 weeks of intensive training.**

**Mr. Skeinkamp introduced Mr. Brendan Doherty who joined the Corporation recently as Assistant Vice President of Public Safety. Mr. Doherty joins RIAC after 24 years of exemplary service with the RI State Police.**

#### **4. Operations and Capital Committee Report:**

**Mr. Forte reported that the Committee had met one hour before the Board Meeting and that are items on the Consent Agenda from the Committee that require approval by the Board.**

**There is also one action item for review by the Board.**

**A motion was made by Mr. Forte and seconded by Mr. Gaffney to approve the following resolutions:**

**(a) Consideration of and Approval of Capital Improvement Program (CIP) Budget Adjustment for the Environmental Impact Statement at T. F. Green Airport.**

**WHEREAS, on September 15, 2004, the Board ratified the acceptance of FAA FFY04 AIP Grant No. 3-44-0003-69 in the amount of \$903,000 from the Federal Aviation Administration (FAA): and**

**WHEREAS, the current Capital Improvement Program Fiscal Year 2005 budget has \$660,000 programmed for Phase 2 of this project; and**

**WHEREAS, there is a need to increase the Fiscal Year 2005 budget by \$544,000 for a total of \$1,204,000 to fully fund Phase 2 of this**

**project; and**

**WHEREAS, the increase for a total of \$301,000 required to fully fund RIAC's matching share to this phase of the project is \$136,000; and**

**WHEREAS, RIAC's 25% (\$301,000) matching share is currently budgeted through the upcoming bond issuance, however, pending approval bond counsel will be through the 2000 Airport Revenue Bond Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby authorizes the President and CEO to amend the approved Capital Improvement Program for Phase 2 of the Environmental Impact Statement at T. F. Green Airport from \$660,000 to \$1,204,000 using the FAA Grant Offer (\$903,000) and proceeds from either the upcoming bond issuance or the 2000 Airport Revenue Bond Fund Account (\$301,000) to fund RIAC's 25% matching share.**

**(b) Consideration of and Approval of Consultant Task Orders for Services Associated with the Strategic Implementation Plan at T. F. Green Airport.**

**WHEREAS, RIAC contracted with the firm of Ricondo & Associates to**

**perform on-call planning services; and**

**WHEREAS, RIAC negotiated a scope and fee with Ricondo & Associates to provide financial planning services associated with the Strategic Implementation Plan at T. F. Green Airport in the amount of \$65,000; and**

**WHEREAS, this Task Order will be funded 75% (\$48,750) through the FAA under FAA FY04 AIP Grant No. 3-44-0003-70, with RIAC's 25% (\$16,250) matching share from the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby recommends that the President and CEO execute a Task Order with Ricondo & Associates to provide financial planning services for the Strategic Implementation Plan at T. F. Green Airport, in an amount not to exceed \$65,000.**

**WHEREAS, RIAC contracted with the firm of CH2M Hill to perform on-call planning services; and**

**WHEREAS, RIAC is currently negotiating a scope and fee with CH2M Hill to provide strategic and scheduling services associated with the Strategic Implementation Plan at T. F. Green Airport in the amount of \$68,000; and**

**WHEREAS, this Task Order will be funded 75% (\$51,000) through the FAA under FAA FFY04 AIP Grant No. 3-44-0003-70, with RIAC's 25% (\$17,000) matching share from the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO negotiate and execute a Task Order with CH2M Hill to provide strategic programming and scheduling services for the Strategic Implementation Plan at T. F. Green Airport, in an amount not-to-exceed \$68,000, subject to Board approval.**

**(c) Consideration of and Approval Upon Addition of Project to the Capital Improvement Program (CIP) for the Rehabilitation of the Apron at Quonset Airport AND Consideration of and Approval of Consultant Task Order for Design Phase Services Associated with the Rehabilitation of the Apron at Quonset Airport.**

**WHEREAS, the current Passenger Facility Charge (PFC) Application identifies \$1,111,000 in PFC funds for the Apron Rehabilitation Project at Quonset Airport; and**

**WHEREAS, RIAC has contracted with the firm of HNTB Corporation to perform on-call general aviation, planning, engineering, architectural, and construction phase services; and**

**WHEREAS, RIAC staff has requested a scope and fee from HNTB Corporation to provide design phase services in a not to exceed amount of \$108,000; and**

**WHEREAS, in accordance with the FAA rules and regulations governing the use of PFC Funds, RIAC must begin the actual construction of this project no later than November 27, 2005; and**

**WHEREAS, this Task Order will be funded 100% with PFC funds.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board hereby recommends that the President and CEO negotiate and execute a Task Order with HNTB Corporation to provide design phase services for the Rehabilitation of the Apron at Quonset Airport, in an amount not to exceed \$108,000.**

**2. That the Committee approves the addition of this project to the Capital Improvement Program.**

**(d) Consideration of and Action Upon Addition of Project to the Capital Improvement Program (CIP) for the Rehabilitation of the Apron at North Central Airport AND Consideration of and Approval of Consultant Task Order for Design Phase Services Associated with the Rehabilitation of the Apron at North Central Airport.**



**WHEREAS, the current Passenger Facility Charge (PFC) Application identifies \$1,111,000 in PFC funds for the Apron Rehabilitation Project at North Central Airport; and**

**WHEREAS, RIAC has contracted with the firm of HNTB Corporation to perform on-call general aviation, planning, engineering, architectural, and construction phase services; and**

**WHEREAS, RIAC staff has requested a scope and fee from HNTB Corporation to provide design phase services in a not to exceed amount of \$157,000; and**

**WHEREAS, in accordance with the FAA rules and regulations governing the use of PFC Funds, RIAC must begin the actual construction of this project no later than November 27, 2005; and**

**WHEREAS, this Task Order will be funded 100% with PFC funds.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board hereby recommends that the President and CEO negotiate and execute a Task Order with HNTB Corporation to provide design phase services for the Rehabilitation of the Apron at North Central Airport, in an amount not to exceed \$157,000.**

**2. That the Committee approves the addition of this project to the Capital Improvement Program.**

**(e) Consideration of and Action Upon Award of a Contract for the Procurement of FAA Approved Runway Sand for T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for FAA approved runway sand; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funding for this purchase through its Operating and Maintenance Budget; and**

**WHEREAS, RIAC issued an Invitation for Bids (IFB) for a three (3) year contract to supply FAA approved sand in October 2004, and Holliston Sand Company was determined to be the lowest responsive and responsible bidder pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the recommendation is to award a one (1) year contract with two (2) one (1) year extensions at the option of RIAC to Holliston Sand Company.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board hereby authorizes the President and CEO to execute a contract in the amount of \$108,675, for a one (1) year contract with two (2) one (1) year extensions at the option of RIAC, with Holliston Sand Company of Slatersville, Rhode Island, for the supply of FAA approved sand.**

**2. The additional two (2) years will be dependent on the appropriation of funds for this purpose in the Operations and Maintenance Budget for Fiscal Years 2006 and 2007.**

**(f) Consideration of and Action Upon Award of a Sole Source Contract for the Upgrade of the Terminal Public Address System at T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and**

**WHEREAS, the Rhode Island Airport Corporation contracted with Coffeen Fricke and Associates, Inc., to perform a review of the T. F. Green Airport Public Address System; and**

**WHEREAS, Coffeen Fricke & Associates, Inc., recommended the**

**system be upgraded; and**

**WHEREAS, it has been determined that the hardware and software are proprietary; and**

**WHEREAS, the Rhode Island Airport Corporation Procurement Rules as adopted on March 26, 2003, allow for the sole source of specialized replacement/repair parts or expansion parts necessary to maintain the integrity of system or function; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating Capital Budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board authorizes the President and CEO to execute a contract with IED in an amount of \$81,185.20.**

**(g) Consideration of and Action Upon Award of a Contract for the Procurement of Potassium Acetate Liquid Runway Deicer for T. F. Green Airport.**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode**

**Island Airports; and**

**WHEREAS, it has been determined that there is a need for potassium acetate liquid runway deicer; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funds for this purchase through its Operating and Maintenance (O&M) budget; and**

**WHEREAS, RIAC issued an Invitation for Bids (IFB) for a three (3) year contract to supply potassium acetate liquid runway deicer in October 2004, and Cryotech Deicing Technology was determined to be the lowest and responsible bidder pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the recommendation is to award a one (1) year contract with two (2) one (1) year extensions at the option of RIAC to Cryotech Deicing Technology.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board authorizes the President and CEO to execute a contract in the amount of \$32,600 for a one (1) year contract with two (2) one (1) year extensions at the option of RIAC, with Cryotech Deicing Technology of Fort Madison, Iowa, for the supply of liquid runway deicer.**

**2. The additional two (2) years will be dependent on the appropriation of funds for this purpose in the Operations and Maintenance Budget for Fiscal Years 2006 and 2007.**

**Action Item:**

**1(a) Consideration of and Approval of Consultant Selection Process for the Environmental Impact Statement at T. F. Green Airport.**

**Ms. Cullen reported that the Rhode Island Airport Corporation had received qualification statements from four (4) firms on September 22, 2004, to provide consultant services associated with the Environmental Impact Statement for T. F. Green Airport. The FAA selection committee reviewed the qualifications and invited three of the four firms to submit proposals which were received on November 5, 2004. On November 15, 2004, the three firms made formal presentations to the Committee and the Committee ranked Vanasse Hangen Brustlin Inc., (VHB) as the top firm, followed by CH2M Hill to perform the consultant services associated with this project. Ms. Cullen noted that RIAC has received and accepted FFY04 grant from the FAA in the amount of \$903,000 for Phase 2 of this project and the FAA has programmed an additional \$600,000 during FFY05 for Phase 3 of this Project. RIAC will negotiate a full scope and fee with VHB and then enter into a Professional Services Agreement. In the event a contract cannot be negotiated with VHB, the Corporation is asking for**

**authorization to negotiate with CH2M Hill. Discussion focused on the VHB's qualifications, and prior experience with projects of this magnitude and community interest.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, on behalf of the Federal Aviation Administration (FAA), the Rhode Island Airport Corporation received qualification statements from four (4) firms on September 22, 2004, to provide consultant services associated with the Environmental Impact Statement for T. F. Green Airport; and**

**WHEREAS, the FAA Selection Committee reviewed the qualifications and invited three (3) of the four (4) firms to submit proposals which were received on November 5, 2004; and**

**WHEREAS, on November 15, 2004, the three (3) proposing firms made formal presentations to the Committee; and**

**WHEREAS, the FAA Selection Committee ranked Vanasse Hangen Brustlin, Inc., (VHB) as the top firm followed by CH2M Hill to perform consultant services associated with this project; and**

**WHEREAS, RIAC has received and accepted a FY04 grant from the FAA in the amount of \$903,000 for Phase 2 of this project; and**

**WHEREAS, the FAA has programmed an additional \$600,000 during FFY05 for Phase 3 of this project; and**

**WHEREAS, RIAC's 25% (\$500,000) matching share will be from the 2000 Airport Revenue Bond Funds; and**

**WHEREAS, it is in RIAC's best interest to negotiate a full scope and fee with the chosen firm and to enter into a Professional Services Agreement (PSA); and**

**WHEREAS, RIAC will not release a Notice to Proceed (NTP) for Phase 3 of the PSA until upon acceptance of the FFY05 grant offer, which is expected during calendar year 2005.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board hereby authorizes that the President and CEO negotiate and execute a Professional Services Agreement (PSA) with Vanasse Hangen Brustlin, Inc., (VHB) in an amount not to exceed \$2,000,000 for the Environmental Impact Statement (EIS) Phases 2 and 3 for T. F. Green Airport, with Phase 3 Notice to Proceed, pending receipt of the FFY05 FAA grant offer.**

**2. That the Board authorizes that the President and CEO negotiate and execute a Professional Services Agreement (PSA) with CH2M Hill**



**in the event a contract cannot be negotiated with VHB, in an amount not to exceed \$2,000,000 for the Environmental Impact Statement (EIS) Phases 2 and 3 for T. F. Green Airport, with Phase 3 Notice to Proceed, pending receipt of the FFY05 FAA grant offer.**

#### **5. General Aviation Report:**

**Mr. Gaffney reported that the Committee met on November 4, 2004 and there are several items for discussion in the Executive Session.**

#### **6. Finance and Audit Committee Report:**

**Mr. Forte gave the report in Mr. Cianciolo's absence, reporting that the Committee had met on November 8th and had received an update on outstanding audits. The committee also received a presentation on the audited financial statements, which had been previously approved by the Committee but had required some adjustments so therefore they were presented to the Committee for re-approval. Mr. Forte was pleased to report that the auditors had issued a clean opinion.**

#### **(a) Consideration of and Approval of Fiscal Year 2004 Audited Financial Statements.**

**A motion was made by Mr. Traficante and seconded by Mr. Gaffney to approve the Financial Statements for Fiscal Year 2004, in**

**substantially the form presented to the Board. The motion was passed unanimously.**

**7. Executive Session:**

**(a) Discussion Related to Acquisition of Real Estate – R.I.G.L. § 42-46-5(a)(5).**

**(b) Discussion Related to Investment of Public Funds (Marketing Strategies and Potential Purchase of Property) – R.I.G.L. § 42-46-5(a)(7).**

**(c) Discussion Related to Potential Litigation - R.I.G.L. § 42-46-5(a)(2).**

**At approximately 4:25 pm., a motion was made by Mr. Gaffney and seconded by Mr. Sangster to go into Executive Session. By the following roll call vote, the motion was passed unanimously:**

**YEAS: James Rosati**

**James Forte**

**Charles Gaffney**

**Michael Traficante**

**Joseph Larisa**

**Robert Sangster**

**NAYS: None.**

**At approximately 6:41 p.m., a motion was made by Mr. Sangster to**

**reconvene to the Open Session. The motion was seconded by Mr. Gaffney. The motion was passed unanimously.**

#### **8. Future Meetings:**

**The next meeting date will be held on Wednesday, December 15, 2004 at 11:00 a.m., in the Mary Brennan Board Room, T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island.**

#### **9. Adjournment:**

**Mr. Larisa moved to adjourn at approximately 6:42 p.m. Mr. Gaffney seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James V. Rosati, Chairman  
Rhode Island Airport Corporation**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

**BOARD OF DIRECTORS MEETING**

**NOVEMBER 17, 2004**

<b>NAME</b>	<b>AFFILIATION</b>
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<b>Patti Goldstein</b>	<b>RIAC</b>
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<b>Doug Dansereau</b>	<b>RIAC</b>
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<b>Dave Edwards</b>	<b>RIAC</b>
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**Joe DaSilva    RIAC**

**Brendan Doherty    RIAC**

**Liberty Luciano    RIAC**

**Peter Gray Mullen    Parsons Brinckerhoff**

**Robert Goff    Legal Counsel, New England Parking**

**Tom Celona    Thrifty**

**MINUTES OF THE EXECUTIVE SESSION  
OF THE RHODE ISLAND AIRPORT CORPORATION  
BOARD OF DIRECTORS MEETING ON NOVEMBER 17, 2004**

**1. At approximately 4:25 p.m., a motion was made by Mr. Gaffney and seconded by Mr. Sangster to go into Executive Session. The motion was passed unanimously.**

**2. Mr. Gaffney gave an update on the purchase of the Harris Farm property at North Central Airport, and indicated that legal counsel is working on a draft Purchase and Sales Agreement. Board Members and Corporation Personnel also discussed development issues at the general aviation airports, and specifically the removal of LPH-1 and the silos at Quonset Airport.**

**3. Board Members and Corporation Personnel discussed sky diving operations at the general aviation airports, and specifically liability issues.**

**4. Board Members and Corporation Personnel discussed potential litigation connected to an aircraft accident at Westerly Airport.**

**5. Board Members and Corporation Personnel discussed DEM issues and specifically the RIPDES permit.**

**Mr. Forte left the meeting at 5:07 p.m.**

**6. Mr. Licht updated the Board on parking issues, and specifically valet parking.**

**7. Mr. Rosati asked the Corporation to provide an update on the status of the LOI and drop and go. Mr. Brewer gave an overview of both issues.**

**At approximately 6:40 p.m., a motion was made by Mr. Sangster to reconvene to the Open Session. The motion was seconded by Mr. Gaffney. By the following roll call vote the motion was passed unanimously.**

**YEAS: James Rosati**

**Jim Forte**

**Charles Gaffney**

**Joseph Larisa**

**Robert Sangster**

**Michael Traficante**

**NAYS: None**

**Respectfully submitted,**

**James Rosati, Chair**

**Rhode Island Airport Corporation**